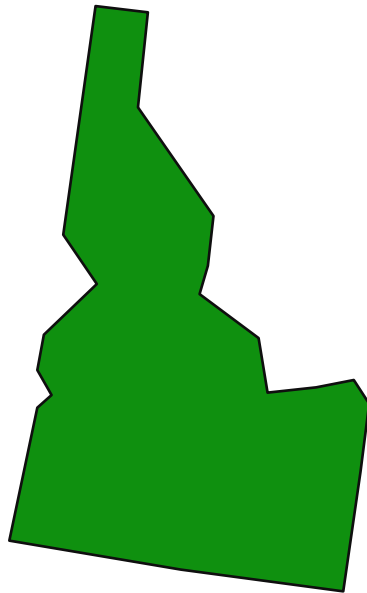


# **2006/2007 STATE PLAN**

**THE COMMUNITY SERVICES BLOCK GRANT PROGRAM  
AND  
THE COMMUNITY FOOD AND NUTRITION PROGRAM**



**STATE OF IDAHO**  
**DEPARTMENT OF HEALTH AND WELFARE**  
**DIVISION OF WELFARE, BUREAU OF POLICY**  
**P.O. BOX 83720**  
**BOISE, IDAHO 83720-0036**  
**(208) 334-5815**

## TABLE OF CONTENTS

Section	Contents	Page
I.	Federal Fiscal Years covered by the Plan	1
II.	State Contacts	1
III.	Executive Summary	2
IV.	Statement of Assurances – see Appendix B	2
V.	The Narrative State Plan	2
A.	Administrative Structure	2
	Department Mission and Goals	2
	Eligible Entities	3
B-E	Distribution and Allocation of Funds	4
F.	State Community Services Program Implementation	5
	Program Overview	5
	Community Needs Assessment	7
	Tripartite Boards – Community Action Agencies	7
	State Charity Tax Program	7
G.	Programmatic Assurances	7
H.	Fiscal Controls and Monitoring	12
I.1.	Results Oriented Management and Accountability	16
I.2.	CSBG Annual Report	24
	<ul style="list-style-type: none"> <li>• Comparison of Planned and Actual Expenditures Prior Year</li> <li>• Profile of Participants Served</li> <li>• Statistical Report on CSBG Program Services for FY 2002</li> </ul>	
	See Attachment 2	
VI.	Training and Technical Assistance Provided by the State	34
	Community Food and Nutrition Program	34
	<b>APPENDICES</b>	
Appendix A	Statutory Assurances	36
Appendix B	Administrative Certifications	40
Appendix C	Required Designation Letters and Documentation	42

**COMMUNITY SERVICES BLOCK GRANT PROGRAM  
STATE OF IDAHO  
DEPARTMENT OF HEALTH AND WELFARE**

**I. This consolidated State Plan and Application for Community Services Block Grant and Community Food and Nutrition Programs covers Federal Fiscal Years 2006 and 2007.**

**II. State contacts:**

**NAME OF OFFICIAL TO RECEIVE CSBG GRANT AWARD:**

Karl Kurtz, Director  
Department of Health and Welfare  
P.O. Box 83720  
Boise, ID 83720-0036  
Phone: (208) 334-5500, Fax: (208) 334-6558

**CONTACT PERSON FOR CSBG ISSUES:**

Mary Chant  
Community Action Partnership Association of Idaho  
600 North Curtis, Suite 175  
Boise, ID 83706  
Phone: (208) 375-7382, Fax: (208) 321-4819,  
e-mail: mchant@cableone.net

**CONTACT PERSON ON AUDIT ISSUES:**

Richard Humiston, CPA  
Acting Deputy Director  
Phone (208) 334-5581

### **III. Executive Summary**

- A. This program is authorized by the provisions of Sections 56-202 and 56-203, Idaho Code, which authorize the Department of Health and Welfare to enter into contracts with the federal government to provide assistance.
- B. Governor Dirk Kempthorne has designated the Department of Health and Welfare to act as the lead agency to conduct state activities under this subtitle. The Director of the Department of Health and Welfare is Karl Kurtz. The Department of Health and Welfare has contracted with Community Action Partnership Association of Idaho to perform administrative functions on its behalf.
- C. State Application and Plan
  - (1) Public Hearing – – Prior to submission of the State CSBG plan, the Department of Health and Welfare allows public comment within the state for input on the development of the plan. Notification of the proposed plan is placed in newspapers throughout the geographical areas of the state. Public input regarding the LIHEAP plan is incorporated where applicable and in accordance with Federal and State rules. Affidavits of notice of public hearings are available on file at Community Action Partnership Association of Idaho.
  - (2) Legislative Hearing

The last legislative hearing was held during the 2004 legislative session. Idaho's legislature meets three months a year; January, February and March. This Plan will be presented during the 2006 legislative session.
  - (3) Public Inspection of State Plan

The plan was available from August 1, 2005 through August 12, 2005 for public review and comment. Access to the plan was through the Community Action Partnership Association of Idaho. By contacting the Association, it was determined how best to provide the plan to the inquiring party. This could be accomplished by sending it through email, providing an internet site address or connecting them to a DHW office/community action agency office near their location where they could pick up a printed copy of the plan. This provided complete geographical coverage of the state.

### **IV. Statement of Federal and CSBG Assurances (See Appendix A)**

### **V. The Narrative State Plan**

- A. Administrative Structure
  - (1) State Administrative Agency
    - (a) The mission of the Department of Health and Welfare is to promote self-reliance and protect the health and safety of Idahoans.
    - (b) The Goals of the Department are:
      - Goal 1: Strengthen the self-reliance of individuals and families
      - Goal 2: Strengthen the ability of families and communities to protect, care for and improve the safety, health and well-being of children.
      - Goal 3: Promote independence, dignity, self-reliance and a choice among safe and healthful environments for vulnerable adults.
      - Goal 4: Empower Idahoans to make healthful decisions.
      - Goal 5: Use limited resources wisely.

The Department of Health and Welfare entered into contract with the Community Action Partnership Association of Idaho in April of 2003 to perform certain administrative responsibilities on its behalf. These responsibilities include:

- (a) Subcontracting with Eligible Entities;
  - (b) Developing CSBG State Plan;
  - (c) Monitoring Subcontracting Agencies;
  - (d) Outreach and Public Information;
  - (e) ROMA and Information Systems Survey Completion; and
  - (f) Grievance and Dispute Resolution
- (2) Eligible Entities. Idaho has designated seven geographical service regions for the state, covering all 44 counties. Each region has a community action agency responsible to provide a full range of CSBG services within its counties. In addition, a migrant seasonal farm worker organization provides CSBG services to farm workers and their families throughout Idaho. Idaho's eligible entities and areas are:

Community Action Partnership (Regions 1 and 2) 124 New 6 <sup>th</sup> Street Lewiston, ID 83501	Ten Counties (northern): Benewah      Kootenai Bonner      Latah Boundary      Lewis Clearwater      Nez Perce Idaho      Shoshone	
Western Idaho Community Action Partnership 315 - B South Main Street Payette, ID 83661	Seven Counties: Adams      Gem Boise      Payette Canyon      Valley	Washington
El-Ada Community Action Partnership, Inc. 701 E. 44 <sup>th</sup> Street, #1 Boise, ID 83714	Three counties (central): Ada      Elmore      Owyhee	
South Central Community Action Partnership P.O. Box 531 Twin Falls, ID 83303	Eight counties: Blaine      Jerome Camas      Lincoln Cassia      Minidoka Gooding      Twin Falls	
Southeastern Idaho Community Action Agency P.O. Box 940 Pocatello, ID 83201	Seven Counties: Bannock      Caribou Bear Lake      Franklin Bingham      Oneida	Power
Eastern Idaho Community Action Partnership P.O. Box 51098 Idaho Falls, ID 83405	Nine Counties: Bonneville      Fremont Butte      Jefferson Clark      Lemhi Custer      Madison	Teton

Idaho Migrant Council  
P.O. Box 490  
Caldwell, ID 83606

Area:  
Migrant and seasonal farmworkers  
in the entire state. Primary emphasis  
is on Idaho's southern counties.

- (3) Distribution and Allocation of Funds  
FY 2006 and 2007 allocations will be the same proportion as 2005 allocations.

B. Description of Criteria and Distribution of Funds

In general, not less than 90 percent of the funds will be made available to eligible entities.

- (i) Funds distributed to eligible entities under this grant for a fiscal year shall be available for obligation during that fiscal year and the succeeding fiscal year, subject to recapture and redistribution.

C. Distribution and Use of Restricted Funds:

- (i) The Idaho Migrant Council will receive seven percent of the total grant.
- (ii) Each of the seven regions will receive a base amount of six percent of the total grant, distributed to the six community action agencies (one agency covers two regions).
- (iii) After allowance for State administration and discretionary funding, the balance will be allocated among the regions, through the community action agencies, based on the percent of poverty in each county compared to the total poverty in the state.
- (iv) Beginning October 1, 2002, the State implemented a policy to recapture and redistribute funds distributed to an eligible entity through a grant made under paragraph i. that are unobligated at the end of a fiscal year if such unobligated funds exceed 20 percent of the amount so distributed to such eligible entity for such fiscal year.
- (v) In redistributing funds recaptured in accordance with this paragraph, the State shall redistribute funds to an eligible entity, or require the original recipient of the funds to redistribute the funds to a private nonprofit organization, located within the community served by the original recipient of the funds, for activities consistent with the purposes of the CSBG Act.

D. Description of Distribution and Use of Discretionary Funds

The State of Idaho will reserve up to five percent of the grant award for the following purposes:

- (i) providing training and technical assistance to those entities in need of such training and assistance;
- (ii) coordinating State-operated programs and services, and at the option of the State, locally-operated programs and services, targeted to low-income children and families with services provided by eligible

entities and other organizations funded under this subtitle, including detailing appropriate employees of State or local agencies to entities funded under this subtitle, to ensure increased access to services provided by such State or local agencies;

- (iii) supporting statewide coordination and communication among eligible entities;
- (iv) analyzing the distribution of funds made available under this subtitle within the State to determine if such funds have been targeted to the areas of greatest need;
- (v) supporting asset-building programs for low-income individuals, such as programs supporting individual development accounts;
- (vi) supporting innovative programs and activities conducted by community action agencies or other neighborhood-based organizations to eliminate poverty, promote self-sufficiency, and promote community revitalization;
- (vii) providing funds to build the capacity of local agencies to improve communication technology;
- (viii) responding to sudden and unexpected crises that threaten the health and security of families in poverty; and
- (ix) supporting other activities, consistent with the purposes of this subtitle.

E. Description of Use of Administrative Funds

Up to five percent of the grant award will be used by the State for administrative expenses.

F. State Community Services Program Implementation

(1) Program Overview

Community action agencies (CAA's) have a primary mission to make the entire community more responsive to the needs, interests, and problems of low-income families, the elderly and persons with disabilities. CAAs accomplish this mission by mobilizing resources in the public, private, and nonprofit sectors of the community; advocating for the needs of their constituents; and bringing about greater institutional sensitivity.

The effectiveness of CAAs should be measured not only by the services the agencies directly provide, but more importantly, by improvements and changes in the communities' attitudes, practices, and responsiveness toward low-income families, the elderly and persons with disabilities, and in allocating public and private resources for anti-poverty purposes.

The administration and operation of service programs is a principal community action activity; however, the CAAs also serve a purpose in the community by mobilizing resources and bringing about change. Dedication to this purpose distinguishes CAAs from other social and community service agencies.

(a) The Service Delivery System

Approximately 1.3 million people live in Idaho's 44 counties that cover 83,000 square miles. Idaho contracts with seven agencies to provide CSBG

services. CAA offices are located in 30 counties, food pantries are located in all 44 counties, and outreach is provided to smaller towns and remote sites. Community Action has significantly increased its presence in eastern Idaho through additional satellite offices and cooperatives.

Only individuals or families whose income is at or below 125 percent of the federal poverty level will be eligible for services.

(b) Linkages and Coordination with Other Public and Private Resources

Idaho's community action agencies and the Idaho Migrant Council are active and visible in their communities. They coordinate with other service providers and act as the “hub” for information on services available to the low-income community. Community Action and the Idaho Migrant Council are the cornerstone of many rural communities, and make accessing services less threatening to people in need. Community Action and the Idaho Migrant Council are proud of their partnerships with the communities, private business, and the public sector. Just a few of these partnerships include Health and Welfare, Southern Idaho Community Housing Agency, Idaho Housing and Finance Association, Salvation Army, Corpus Christi Ministries, St. Vincent de Paul, World Rescue Mission, Idaho Legal Aid Services, Veterans Administration, Idaho Department of Labor, AmeriCorps, Mountain States Group, and many more.

Community Action identifies gaps in services and work with other service providers and government agencies to fill those gaps and avoid duplication of services. They organize and attend meetings and participate in task forces with local service provider groups, and they work closely with city, county and state governments to ensure the effectiveness of services to the low-income.

(c) Coordination with Other Public and Private Resources

Community Service Block Grant funding serves as a vital link in securing other partners and resources to fight poverty. Idaho's CSBG providers leverage CSBG dollars to bring in HUD, other HHS, USDA, AmeriCorps, United Way, DOE, and a variety of foundation and private sector dollars. It is often the case in Idaho that CSBG serves as the deal maker in bringing in these other resources. Faith based and other private organizations often want to make sure that their entire financial investment goes strictly for services, but also want assurances that the program is run well administratively. CSBG has often been used to provide this administrative quality assurance, allowing the private organization to fund direct services. But the private funding would not have come through without the administrative support.

(d) Innovative Community and Neighborhood-based Initiatives

Classes in effective parenting and life skills will be offered throughout the state. Other innovative programs being offered include:

- Youth Companion programs
- Lunch Buddy and Mentoring programs



- Summer reading programs
- Family Literacy
- Market Salvage programs
- Parents As Teachers program
- Parenting Support for Mothers Reentering Communities from Prison
- HIV Prevention Support and Education for Women
- Crafts Club for Disabled Persons
- Creative Art For Youth—Delinquency Prevention
- Financial Support program for participation in school related activities
- Success for Families
- Care for Kids-AmeriCorps Partnership
- E-Med, emergency medical assistance

(2) Community Needs Assessments

As part of their application for FY 2006/2007 CSBG funding, the Idaho Migrant Council and each community action agency submitted a community action plan, and a summary of their most recent needs assessments.

(3) Tripartite Boards – Community Action Agencies

- (a) One third of the members of the board are elected public officials, holding office on the date of selection, or their representatives, except that if the number of such elected officials reasonably available and willing to serve on the board is less than one third of the membership of the board, membership on the board of appointive public officials or their representatives may be counted in meeting such one third requirement.
- (b) Not fewer than one third of the members are persons chosen in accordance with democratic selection procedures adequate to assure that these members are representative of low-income individuals and families in the neighborhood served; and each representative of low-income individuals and families selected to represent a specific neighborhood within a community resides in the neighborhood represented by the member.
- (c) The remainder of the members are officials or members of business, industry, labor, religious, law enforcement, education, or other major groups and interests in the community served.

(4) State Charity Tax Program:

Idaho does not have a State Charity Tax program.

(5) Programmatic Assurances

Funds made available through the grant or allotment will be used:

- (1) To support activities that are designed to assist low-income families and individuals, including families and individuals receiving assistance under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.), homeless families and individuals, migrant or seasonal farmworkers, and elderly low-income individuals and families.
  - **The purposes of CSBG are to provide assistance to States and local communities, working through a network of**

**community action agencies and other neighborhood-based organizations, for the reduction of poverty, the revitalization of low-income communities, and the empowerment of low-income families and individuals and migrant or seasonal farmworkers to become fully self-sufficient (particularly families who are attempting to transition off public assistance).**

The state will use CSBG funds to accomplish these goals:

- i. remove obstacles and solve problems that block the achievement of self-sufficiency (including self-sufficiency for families and individuals who are attempting to transition off a State program carried out under part A of title IV of the Social Security Act);

**by providing Family Development counseling, which includes goal setting, budgeting, anger management and interpersonal skills, employment training, and affordable housing opportunities.**

- ii to secure and retain meaningful employment;  
**by providing pre-employment assistance, employment placement and mentoring, job coaching, and other supportive services.**
  - **Pre-employment, services include: 1) personal hygiene assistance 2) job-appropriate clothing, 3) training in resume writing and interviewing skills, 4) transportation, and 5) message center for potential employers.**
  - **Employment placement and job coaching services include: 1) Work Experience Programs, 2) placement to temporary and permanent employment , and 3) On the Job Training.**
  - **Additional supportive services include: 1) transportation assistance to and from employment, 2) Child Care and Child Care Referral services during work, 3) sack lunches for employment, 4) mentoring and support to help people resolve problems at their jobs, so that they can learn problem solving skills and avoid quitting when unnecessary.**
  - **Volunteer experiences, to help participants increase experience and training**
- iii to attain an adequate education, with particular attention toward improving literacy skills of the low-income families in

the communities involved, which may include carrying out family literacy initiatives;

**Community Action and Idaho Migrant Council work with the low-income to help them achieve adequate education both by providing direct educational services and support services. These services include:**

- **General Equivalency Diploma training**
- **General Equivalency Diploma test funding**
- **Nursing and Construction training**
- **After school tutoring for the homeless**
- **Summer Reading Programs**
- **Scholarships**
- **Funding to cover school supplies and class fees**
- **Access to higher education at an affordable cost, such as through the Idaho Migrant Council's partnership with Treasure Valley Community College**
- **English-as-a-Second-Language classes**

- iv. to make better use of available income;

**Community Action and the Idaho Migrant Council work with low-income individuals and families to help them maximize their available income by:**

- **Providing nutrition counseling**
- **Teaching energy conservation**
- **Family Development**
- **Financial Literacy and Budgeting classes**
- **Supplemental programs, such as Idaho Telephone Assistance Program, The Emergency Food Assistance Program, Energy Assistance, and others**

- v. to obtain and maintain adequate housing and a suitable living environment;

**The Community Action Partnership agencies and the Idaho Migrant Council provide substantial housing assistance made possible in part, if not completely funded by, CSBG. Not all agencies offer all of the following programs, but all of these are offered in Idaho.**

- **Mutual Self-Help Housing, which creates homeowners and homes**
- **Transitional Housing services, providing people up to 24 months of housing while they rebuild their lives**
- **Homeless Prevention and Rental assistance**
- **Housing Counseling**
- **Shelter and Shelter Assistance Vouchers**
- **Southern Idaho Community Housing Agency**

- **by making available low- or no-cost emergency, short- and long-term shelter for low-income individuals and families; by advocating with landlords; by providing emergency rental assistance, energy assistance, medical assistance programs, food boxes, housing repairs intended to help low-income people remain in their homes; child care referral and provider training programs, and by referring to other providers.**
- vi. to obtain emergency assistance through loans, grants, or other means to meet immediate and urgent family and individual needs; and  
**by determining the type of assistance needed and providing vouchers or referring to other providers.**
- vii. to achieve greater participation in the affairs of the communities involved, including the development of public and private grassroots partnerships with local law enforcement agencies, local housing authorities, private foundations, and other public and private partners to document best practices based on successful grassroots intervention in urban areas, to develop methodologies for widespread replication; and strengthen and improve relationships with local law enforcement agencies, which may include participation in activities such as neighborhood or community policing efforts;  
**CAAs strengthen community capabilities for planning and coordinating the use of a broad range of Federal, State, local and other assistance (including private resources) related to the elimination of poverty, so that this assistance can be used in a manner responsive to local needs and conditions;**  
**Just a partial list of the coordination and participation CAAs are making possible include:**
- **Human Needs Council**
  - **Volunteer Disaster Organization**
  - **Southeastern Idaho Community Action manages the resource data base for services in its portion of the State**
  - **Homeless Service Coordination**
  - **Leading the HIV Consortia in southwestern Idaho**
  - **Membership on the Workforce Investment Board**
  - **Local Emergency Planning**
  - **Receiving Northwest Area Foundation funding to create model of how to combat poverty**
  - **Participating in Oxford Houses, a permanent housing solution for people who are clean from alcohol and other drugs**

(2) To address the needs of youth in low-income communities through

youth development programs that support the primary role of the family, give priority to the prevention of youth problems and crime, and promote increased community coordination and collaboration in meeting the needs of youth, and support development and expansion of innovative community-based youth development programs that have demonstrated success in preventing or reducing youth crime, such as programs for the establishment of violence-free zones that would involve youth development and intervention models (such as models involving youth mediation, youth mentoring, life skills training, job creation, and entrepreneurship programs); and after-school child care programs; and

**The state's community action agencies provide financial support for youth to participate in extracurricular activities in junior and senior high school. They fund the purchase of school supplies and assist with purchase of school clothing and shoes. They coordinate counseling and crisis services for troubled youth, including assistance to the entire family through Family Development programs. They participate in Lunch Buddy, Youth Companion and Mentoring programs. They are involved in child care referral and child care provider training programs.**

- (3) To make more effective use of, and to coordinate with, other programs related to the purposes of this subtitle (including State welfare reform efforts);

**Community Action is in every community; it is the neighbor to many in a time of need, and often the first stop for those in trouble. It is this unique role that makes community action's coordination of other services so effective. CSBG is used to bring together a variety of resources, such as:**

- **County government**
- **Health and Welfare programs, such as Food Stamp, telephone assistance, Children's Health Insurance Program,**
- **HUD**
- **Weatherization,**
- **Head Start, Child Care, and Family Development,**
- **Private housing programs,**
- **Corrections,**
- **FEMA's Emergency Food and Shelter Program and USDA's Emergency Food Assistance Program**
- **Area Offices on Aging**
- **Idaho Child Care Programs**
- **And other programs that benefit low-income individuals and families**

(b) Assurance '676(b) (4)Eligible entities in the State will provide, on an emergency basis, for the provision of such supplies and services, nutritious foods, and related services, as may be necessary to counteract conditions of starvation and malnutrition among low-income individuals.

**CAAs organize food drives and provide emergency food boxes and TEFAP commodities, organize gleaning and salvage programs, operate food pantries, self-help food purchasing program, teach gardening and canning procedures, and provide nutrition counseling.**

(c) State Assurance '676 (b) (5) The eligible entities in the State will coordinate, and establish linkages between, governmental and other social services programs to assure the effective delivery of such services to low-income individuals and to avoid duplication of such services, and a description of how the State and the eligible entities will coordinate the provision of employment and training activities, as defined in section 101 of such Act, in the State and in communities with entities providing activities through statewide and local workforce investment systems under the Workforce Investment Act of 1998;

**Idaho's CAAs are representatives perform a variety of roles in ensuring that there is an effective delivery of services statewide with the Workforce Investment Act. These include, but are not limited to**

- **Membership on Workforce Development Boards**
- **One-stop sites for the Idaho Department of Labor "Works" program**
- **National Farmworkers' Jobs Program**
- **Title V**
- **Employment Dispatch**
- **Workforce Investment Act partnerships introduced other organizations and providers to Community Action.**

(d) Assurance '676 (b) (6) The State will ensure coordination between antipoverty programs in each community in the State, and ensure, where appropriate, that emergency energy crisis intervention programs under title XXVI (relating to low-income home energy assistance) are conducted in such community.

**The State of Idaho contracts with the community action agencies for other low-income programs, such as the Low-Income Home Energy Assistance Program (including Emergency Crisis Intervention), the Department of Energy's Weatherization Assistance Program, and The Emergency Food Assistance Program. The services provided under these programs are coordinated at the State and local levels.**

(e) Assurance '676 (b) (9) The State and eligible entities in the State will, to the maximum extent possible, coordinate programs with and form partnerships with other organizations serving low-income residents of the communities and members of the groups served by the State, including religious organizations, charitable groups, and community organizations.

**Idaho's CAAs coordinate programs with and form partnerships with other providers of services to eligible low-income individuals and families, including religious organizations, charitable groups and community organizations.**

G. Fiscal Controls and Monitoring

(1) State Program Monitoring

- (a) In order to determine whether eligible entities meet the performance goals, administrative standards, financial management requirements, and other requirements, the State will conduct the following reviews of eligible entities:
  - (i) A full onsite review of each such entity at least once during each 3-year period.

- (ii) An onsite review of each newly designated entity immediately after the completion of the first year in which such entity receives funds through the community services block grant program.
- (iii) Follow-up reviews including prompt return visits to eligible entities, and their programs, that fail to meet the goals, standards, and requirements established by the State.
- (iv) Other reviews as appropriate, including reviews of entities with programs that have had other Federal, State or local grants (other than assistance provided under this subtitle) terminated for cause.
- (v) The last audits were conducted as follows:

Date	Period Covered	Agency
Summer 2002	CY 2001	Community Action Partnership
Summer 2004	CY 2003	El-Ada, Inc.
Spring 2002	CY 2001	Eastern Idaho Special Services Agency
Summer 2002	CY 2001	Southeastern Idaho Community Action Agency
Summer 2002	CY 2001	Western Idaho Community Action Agency
Summer 2002	CY 2001	South Central Community Action Agency
Summer 2004	CY 2003	Idaho Migrant Council

## 2) Corrective Action, Termination and Reduction of Funding:

If the State determines, on the basis of a final decision in a review, that an eligible entity fails to comply with the terms of an agreement, or the State plan, to provide services under this subtitle or to meet appropriate standards, goals, and other requirements established by the State (including performance objectives), the State will:

- (a) inform the entity of the deficiency to be corrected;
- (b) require the entity to correct the deficiency;
- (c) offer training and technical assistance, if appropriate, to help correct the deficiency, and prepare and submit to the Secretary a report describing such assistance offered; or if the State determines that such training and technical assistance are not appropriate, prepare and submit to the Secretary a report stating the reasons for the determination;
- (d). taking into account the seriousness of the deficiency and the time reasonably required to correct it, the state may allow the entity to develop and implement, within 60 days after being informed of the deficiency, a quality improvement plan to correct such deficiency within a reasonable period of time, as determined by the State. Not later than 30 days after a proposed quality improvement, the state shall either approve such proposed plan or specify the reasons why it cannot be approved; and
- (e). after providing adequate notice and an opportunity for a hearing, initiate proceedings to terminate the designation of or reduce the CSBG funding of the eligible entity unless the entity corrects the deficiency.

## 3) Fiscal Controls, Audits, and Withholding:

The State of Idaho monitors each community action agency and the Idaho Migrant

Council as follows:

- (a) Each agency must submit a monthly reimbursement report with accompanying documentation that is reviewed by State management staff for contract payments reimbursement.
- (b) State program and fiscal staff conduct at least one on-site review every three years to review program and fiscal records.
- (c) As part of the contractual requirements, the State assures that cost and accounting standards of the Office of Management and Budget Circulars A-110 and A-122 shall apply to all recipients of funds under this subtitle.
- (d) As part of the contractual agreement with the State, each eligible entity must receive an annual audit in accordance with the Single Audit Act, as provided in chapter 75 of title 31, United States Code (commonly known as the 'Single Audit Act Amendments of 1996'). Each audit shall be conducted by an entity independent of any agency administering activities or services carried out under this subtitle and shall be conducted in accordance with generally accepted accounting principles.

The State will, at least every year:

- (a) prepare an audit of the expenditures of the State of amounts received under this subtitle and amounts transferred to carry out the purposes of this subtitle; and
- (b) make appropriate books, documents, papers, and records available to the Secretary and the Comptroller General of the United States, or any of their duly authorized representatives, for examination, copying, or mechanical reproduction on or off the premises of the appropriate entity upon a reasonable request for the items.

Assurances: Describe how each of the these assurances, outlined in Section 676(b) of the Act, will be carried out, as follows:

- (4) Assurances. The State will carry out each of the assurances outlined in Section 676(b) of the Act, as follows:
  - (a) The assurance '676(b)(7): The State will permit and cooperate with Federal investigations undertaken in accordance with section 678D of the Act.

**The state will permit and cooperate with Federal investigations undertaken in accordance with Section 678D.**

(b) The assurance '676(b)(8): Any eligible entity in the State that received funding in the previous fiscal year through a community services block grant under the community services block grant program will not have its funding terminated or reduced below the proportional share of funding the entity received in the previous fiscal year unless, after providing notice and an opportunity for a hearing on the record, the State determines that cause exists for such termination or such reduction, subject to review by the Secretary as provided in Section 678C(b) of the Act.

**The state assures that any eligible entity that received CSBG funding in the previous fiscal year will not have its CSBG funding terminated, or reduced**



**below the proportional share of funding the entity received in the previous fiscal year unless, after providing notice and an opportunity for a hearing on the record, the state determines that cause exists for such termination or such reduction, subject to review by the Secretary as provided in section 678C(b).**

(c) The assurance '676(b)(10): The State will require each eligible entity in the State to establish procedures under which a low-income individual, community organization, or religious organization, or representative of low-income individuals that considers its organization, or low-income individuals, to be inadequately represented on the board (or other mechanism) of the eligible entity to petition for adequate representation.

**Each eligible entity allows any low-income individuals, community organizations, or religious organizations who feel they are inadequately represented, to petition for adequate representation through contact with the Executive Director or directly to the board, in accordance with section 676(b)(10).**

.

H. Accountability and Reporting Requirements

(1) Results Oriented Management and Accountability

The State and all eligible entities participate in the Results Oriented Management and Accountability System, pursuant to S  
Section 678E(b). The following are the outcome measures being used in the state

**Attachment 1-Idaho Roma Goals -2006-07**

## Goal 1: Low-income people become more self sufficient.

### National Performance Indicator 1.1

#### Employment

The number and percentage of low-income participants in community action employment initiatives who get a job or become self-employed as measured by one or more of the following:

A. Unemployed and obtained a job.

B. Employed and obtained an increase in employment income.

C. Achieved "living wage" employment and benefits.

Number of  
Eligible Entities

5

4

2

Number of Participants  
Expected to Achieve  
Outcome in Reporting  
period

800

275

20

## Goal 1: Low-income people become more self sufficient.

### National Performance Indicator 1.2

#### Employment Supports

The number of low-income participants for whom barriers to initial or continuous employment are reduced or eliminated through assistance from community action as measured by one or more of the following:

A. Obtained pre-employment skills/competencies required for

B. Completed ABE/GED and received certificate or diploma.

C. Completed post-secondary education program and obtained certificate or diploma.

D. Enrolled children in "before" or "after" school programs, in order to acquire or maintain employment.

E. Obtained care for child or other dependant in order to acquire or maintain employment.

F. Obtained access to reliable transportation and/or driver's license in order to acquire or maintain employment.

G. Obtained health care services for themselves or a family member in support of employment stability.

H. Obtained safe and affordable housing in support of employment stability.

I. Obtained food assistance in support of employment stability.

Eligible Entities  
Reporting  
(#)

4

6

6

2

2

3

3

5

4

Number of Participants Expected  
to Achieve Outcome in  
Reporting Period (#)

200

80

80

40

100

1300

600

1000

45000

## Goal 2: The conditions in which low-income people live are improved.

### National Performance Indicator 2.1 Community Improvement and Revitalization

Increase in, or preservation of opportunities and community resources or services for low-income people in the community as a result of community action	Eligible Entities	Number of Opportunities to be Sustained or Increased
projects/ initiatives or advocacy with other public and private agencies, as measured by one or more of the following:	Reporting	
A. Accessible "living wage" jobs created or retained in the community.	1	5
B. Safe and affordable housing units created in the community.	3	65
C. Safe and affordable housing units in the community preserved or improved through construction, weatherization or rehabilitation achieved by community action activity or advocacy.	5	2100
D. Accessible and affordable health care services/facilities for low-income people created or maintained.	1	2
E. Accessible safe and affordable childcare or child development placement opportunities for low-income families created or maintained.	1	600
F. Accessible "before" school and "after" school program placement opportunities for low-income families created or maintained.	2	350
G. Accessible new, preserved, or expanded transportation resources available to low-income people, including public or private transportation.	2	5
H. Accessible preserved or increased educational and training placement opportunities for low-income people in the community, including vocational, literacy, and life skill training, ABE/GED, and post-secondary education.	2	100

**Goal 2: The conditions in which low-income people live are improved.**

**National Performance Indicator    2.2**  
**Community Quality of Life and Assets**

The quality of life and assets in low-income neighborhoods are improved by community action initiative or advocacy, as measured by one or more of the following:

A. Increases in community assets as a result of a change in law, regulation or policy, which results in improvements in quality of life and assets.

B. Increase in the availability or preservation of community facilities.

C. Increase in the availability or preservation of community services to improve public health and safety.

.

Eligible Entities	Number of Community Assets, Services, or Facilities to be Preserved or Increased (#)
Reporting	
1	5
1	4
1	4

**Goal 3: Low-income people own a stake in their community.**

**National Performance Indicator    3.1**  
**Civic Investment**

The number of volunteer hours donated to Community Action.

Total number of hours volunteered to community action.

Eligible Entities	Total Number of Volunteer Hours to be provided
7	150,000

**Goal 3: Low-income people own a stake in their community.**

**National Performance Indicator     3.2**

**Community Empowerment Through Maximum Feasible Participation**

The number of low-income people mobilized as a direct result of community action initiative to engage in activities that support and promote their own well-being and that of their community as measured by one or more of the following:	Eligible Entities	Total Number of Low-Income People to participate
A. Number of low-income people participating in formal community organizations, government, boards or councils that provide input to decision-making and policy setting through community action efforts.	4	84
B. Number of low-income people acquiring businesses in their community as a result of community action assistance.	1	3
C. Number of low-income people purchasing their own homes in their community as a result of community action assistance.	3	45
D. Number of low-income people engaged in non-governance community activities or groups created or supported by community action.	2	100

**Goal 4: Partnerships among supporters and providers of services to low-income people are achieved.**

**National Performance Indicator     4.1**

**Expanding Opportunities Through Community-Wide Partnerships**

The number of organizations, both public and private, community action actively works with to expand resources and opportunities in order to achieve family and community outcomes.	Eligible Entities	Number of Organizational Partnerships to be established or maintained
Number of organizations community action agencies work with to promote family and community outcomes.	5	550

**Goal 5: Agencies increase their capacity to achieve results.**

**National Performance Indicator 5.1**

**Broadening the Resource Base**

The number of dollars mobilized by community action, including amounts and percentages from:

	Eligible Entities Reporting (#)	Dollars to be Mobilized (\$)
A. Community Services Block Grant (CSBG)	7	\$3,106,156
B. Non-CSBG Federal Programs	7	\$25,000,000
C. State Programs	6	\$1,250,000
D. Local Public Funding	4	\$200,000
E. Private Sources (including foundations and individual contributors, goods and services donated)	7	\$4,500,000
F. Value of Volunteer Time	6	\$800,000
Additional		
TOTAL		\$34,856,156

**Goal 6: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments.**

**National Performance Indicator 6.1**

**Independent Living**

The number of vulnerable individuals receiving services from community action that maintain an independent living situation as a result of those services:

	Eligible Entities	Number of Vulnerable who will be living Independently
A. Senior Citizens	4	8000
B. Individuals with Disabilities	4	7500

**Goal 6: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments.**

**National Performance Indicator 6.2  
Emergency Assistance**

The number of low-income individuals or families served by community action that sought emergency assistance and the percentage* of those households for which assistance was provided, including such services as:	Eligible Entities Reporting	Number to be Receiving Assistance
A. Food –Indicate your state's unit of measurement, such as bags, packages, cartons, families, individuals, etc.	6	120000
B. Emergency Vendor Payments, including Fuel/Energy Bills	6	21000
C. Temporary Shelter	5	800
D. Emergency Medical Care	3	1500
E. Protection from Violence		
F. Legal Assistance	1	220
G. Transportation	4	650
H. Disaster Relief	1	100



**Goal 6: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments.**

**National Performance Indicator 6.3**

**Child and Family Development**

The number and percentage\* of all infants, children, youth, parents, and other adults participating in developmental or enrichment programs that achieve program goals, as measured by one or more of the following:

Eligible  
Entities  
Reporting

Number of  
Participants  
Expected to  
Achieve  
Outcome in  
Reporting period

Infant and Child 1. Infants and children obtain age appropriate immunizations, medical and dental care.

3

1400

Infant and Child 2. Infant and child health and physical development are improved as a result of adequate nutrition.

2

1500

Infant and Child 3. Children participate in pre-school activities to develop school readiness skills.

4

1500

Infant and Child 4. Children who participate in pre-school activities are developmentally ready to enter Kindergarten or 1st Grade.

3

1500

Youth 1. Youth improve physical health and development.

1

25

Youth 2. Youth improve social/emotional development.

3

500

Youth 3. Youth avoid risk-taking behavior for a defined period of time.

1

10

Youth 4. Youth have reduced involvement with criminal justice system.

1

275

Youth 5. Youth increase academic, athletic or social skills for school success by participating in before or after school programs.

1

100

Adult 1. Parents and other adults learn and exhibit improved parenting skills.

2

1250

Adult 2. Parents and other adults learn and exhibit improved family functioning skills.

2

1250

- (2) CSBG Annual Report
  - (a) Performance Objectives

## Part II: Outcomes of Efforts, FY 2004

### National Performance Indicators

**State Name:** Idaho

**Goal 1: Low-income people become more self sufficient.**

**National Performance Indicator 1.1**

#### Employment

The number and percentage of low-income participants in community action employment initiatives who get a job or become self-employed as measured by one or more of the following:

A. Unemployed and obtained a job.

B. Employed and obtained an increase in employment income.

C. Achieved "living wage" employment and benefits.

Eligible Entities	Number of Participants Enrolled in Program(s)	Number of Participants Expected to Achieve Outcome in Reporting period (Target) (#)	Number of Participants Achieving Outcome in Reporting Period (#)
5	1397	740	
4	426	255	
2	173	18	

**Goal 1: Low-income people become more self sufficient.**

**National Performance Indicator 1.2**

#### Employment Supports

The number of low-income participants for whom barriers to initial or continuous employment are reduced or eliminated through assistance from community action as measured by one or more of the following:

A. Obtained pre-employment skills/competencies required for employment and received training program certificate or diploma.

B. Completed ABE/GED and received certificate or diploma.

C. Completed post-secondary education program and obtained certificate or diploma.

D. Enrolled children in "before" or "after" school programs, in order to acquire or maintain employment.

E. Obtained care for child or other dependant in order to acquire or maintain employment.

F. Obtained access to reliable transportation and/or driver's license in order to acquire or maintain employment.

G. Obtained health care services for themselves or a family member in support of employment stability.

H. Obtained safe and affordable housing in support of employment stability.

I. Obtained food assistance in support of employment stability.

Eligible Entities Reporting (#)	Number of Participants Enrolled in Program(s)	Number of Participants Achieving Outcome in Reporting Period (#)
4	496	144
6	357	44
6	346	37
2	17	17
2	89	59
3	776	659
3	308	317
5	767	473
4	23494	21315

**Goal 1: Low-income people become more self sufficient.**

**National Performance Indicator 1.3  
Economic Asset Enhancement and Utilization**

The number and percentage of low-income households that achieve an increase in financial assets and/or financial skills as a result of community action assistance, and the aggregated amount of those assets and resources for all participants achieving the outcome, as measured by one or more of the following:

	Eligible Entities Reporting	Number of Participants Enrolled in Program(s) (#)	Number of Participants Expected to Achieve Outcome in Reporting period (Target) (#)	Number of Participants Achieving Outcome in Reporting	A Dollar Amount (If Applicable)
Enhancement 1. Number and percent of participants in tax preparation programs who identify any type of Federal or State tax credit and the aggregated dollar amount of credits.	1	105	16	16	
Enhancement 2. Number and percentage obtained court-ordered child support payments and the expected annual aggregated dollar amount of payments.	1	105	4	2	
Enhancement 3. Number and percentage enrolled in telephone lifeline and/or energy discounts with the assistance of the agency and the expected aggregated dollar amount of savings.	3	22432	25606	11623	\$
Utilization 1. Number and percent demonstrating ability to complete and maintain a budget for over 90 days.	5	815	418	388	

**Goal 2: The conditions in which low-income people live are improved.**

**National Performance Indicator 2.1  
Community Improvement and Revitalization**

Increase in, or preservation of opportunities and community resources or services for low-income people in the community as a result of community action projects/ initiatives or advocacy with other public and private agencies, as measured by one or more of the following:

	Eligible Entities Reporting	Number of Projects and/or Initiatives	Number of Opportunities Community Resources Preserved or Increased (#)
A. Accessible "living wage" jobs created or retained in the community.	1	1	1
B. Safe and affordable housing units created in the community.	3	4	36
C. Safe and affordable housing units in the community preserved or improved through construction, weatherization or rehabilitation achieved by community action activity or advocacy.	5	6	1054
D. Accessible and affordable health care services/facilities for low-income people created or maintained.	1	1	1
E. Accessible safe and affordable childcare or child development placement opportunities for low-income families created or maintained.	1	642	642
F. Accessible "before" school and "after" school program placement opportunities for low-income families created or maintained.	2	2	191
G. Accessible new, preserved, or expanded transportation resources available to low-income people, including public or private transportation.	2	2	5
H. Accessible preserved or increased educational and training placement opportunities for low-income people in the community, including vocational, literacy, and life skill training, ABE/GED, and post-secondary education.	2	2	42

**Goal 2: The conditions in which low-income people live are improved.**

**National Performance Indicator 2.2  
Community Quality of Life and Assets**

The quality of life and assets in low-income neighborhoods are improved by community action initiative or advocacy, as measured by one or more of the following:

- A. Increases in community assets as a result of a change in law, regulation or policy, which results in improvements in quality of life and assets.
- B. Increase in the availability or preservation of community facilities.
- C. Increase in the availability or preservation of community services to improve public health and safety.

Eligible Entities Reporting	Number of Program Initiatives or Advocacy	Number of Community Assets, Services, or Facilities Preserved or Increased (#)
1	3	3
1	2	2
1	2	2

**Goal 3: Low-income people own a stake in their community.**

**National Performance Indicator 3.1  
Civic Investment**

The number of volunteer hours donated to Community Action.

Total number of hours volunteered to community action.

Eligible Entities	Total Number of Volunteer Hours (#)
7	122248

**Goal 3: Low-income people own a stake in their community.**

**National Performance Indicator 3.2**

**Community Empowerment Through Maximum Feasible Participation**

The number of low-income people mobilized as a direct result of community action initiative to engage in activities that support and promote their own well-being and that of their community as measured by one or more of the following:

- A. Number of low-income people participating in formal community organizations, government, boards or councils that provide input to decision-making and policy setting through community action efforts.
- B. Number of low-income people acquiring businesses in their community as a result of community action assistance.
- C. Number of low-income people purchasing their own homes in their community as a result of community action assistance.
- D. Number of low-income people engaged in non-governance community activities or groups created or supported by community action.

Eligible Entities	Total Number of Low-Income People (#)
4	84
1	2
3	32
2	58

**Goal 4: Partnerships among supporters and providers of services to low-income people are achieved.**

**National Performance Indicator 4.1**

**Expanding Opportunities Through Community-Wide Partnerships**

The number of organizations, both public and private, community action actively works with to expand resources and opportunities in order to achieve family and community outcomes.

Eligible Entities	Number of Organizational Partnerships (#)
5	520

Number of organizations community action agencies work with to promote family and community outcomes.

**Goal 5: Agencies increase their capacity to achieve results.**

**National Performance Indicator 5.1**

**Broadening the Resource Base**

The number of dollars mobilized by community action, including amounts and percentages from:

	Eligible Entities Reporting (#)	Dollars Mobilized (\$)	Percentage Of Total (%)
A. Community Services Block Grant (CSBG)	7	\$3,106,156.00	8.8%
B. Non-CSBG Federal Programs	7	\$25,758,925.00	72.7%
C. State Programs	6	\$1,487,404.00	4.2%
D. Local Public Funding	4	\$224,891.00	0.6%
E. Private Sources (including foundations and individual contributors, goods and services donated)	7	\$4,226,436.00	11.9%
F. Value of Volunteer Time	6	\$627,002.00	1.8%
Additional			0.0%
TOTAL		\$35,430,814.00	100%

**Goal 6: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments.**

**National Performance Indicator 6.1**

**Independent Living**

The number of vulnerable individuals receiving services from community action that maintain an independent living situation as a result of those services:

	Eligible Entities
A. Senior Citizens	4
B. Individuals with Disabilities	4

## Part II: Outcomes of Efforts, FY 2004

### National Performance Indicators

State Name: Idaho

Goal 6: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments.

National Performance Indicator 6.2

Emergency Assistance

The number of low-income individuals or families served by community action that sought emergency assistance and the percentage\* of those households for which assistance was provided, including such services as:

A. Food –Indicate your state's unit of measurement, such as bags, packages, cartons, families, individuals, etc.

B. Emergency Vendor Payments, including Fuel/Energy Bills

C. Temporary Shelter

D. Emergency Medical Care

E. Protection from Violence

F. Legal Assistance

G. Transportation

H. Disaster Relief

Eligible  
Entities  
Reporting

Units of  
Measurement

Number  
Seeking  
Assistance  
(#)

Number  
Receiving  
Assistance  
(#)

6

68188

67929

6

Households

17380

13537

5

Households

873

452

3

Households

1290

862

Households

1

Households

300

118

4

Households

1849

388

1

Households

41

41

## Part II: Outcomes of Efforts, FY 2004

### National Performance Indicators

State Name: Idaho

Goal 6: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments.

National Performance Indicator 6.3

Child and Family Development

The number and percentage\* of all infants, children, youth, parents, and other adults participating in developmental or enrichment programs that achieve program goals, as measured by one or more of the following:

	Eligible Entities Reporting	Number of Participants Enrolled in Program(s)	Number of Participants Expected to Achieve Outcome in Reporting period (Target) (#)	Number of Participants Achieving Outcome in Reporting Period (#)
Infant and Child 1. Infants and children obtain age appropriate immunizations, medical and dental care.	3	942	942	734
Infant and Child 2. Infant and child health and physical development are improved as a result of adequate nutrition.	2	898	898	830
Infant and Child 3. Children participate in pre-school activities to develop school readiness skills.	4	851	831	817
Infant and Child 4. Children who participate in pre-school activities are developmentally ready to enter Kindergarten or 1st Grade.	3	816	816	801
Youth 1. Youth improve physical health and development.	1	5	5	5
Youth 2. Youth improve social/emotional development.	3	674	445	460
Youth 3. Youth avoid risk-taking behavior for a defined period of time.	1	3	3	3
Youth 4. Youth have reduced involvement with criminal justice system.	1	150	150	148
Youth 5. Youth increase academic, athletic or social skills for school success by participating in before or after school programs.	1	65	65	64
Adult 1. Parents and other adults learn and exhibit improved parenting skills.	2	768	768	581
Adult 2. Parents and other adults learn and exhibit improved family functioning skills.	2	768	768	571



## B. Program Accomplishments and Activities

a. All of Idaho's Community Action Partnership agencies, the Idaho Migrant Council and the Association participated in the National Community Action Management Academy training throughout the spring and summer. The series consisted of four weeks of intensive training in the areas of Community Action history, legal issues, finance and strategy. Participation demonstrated a strong commitment from our agencies in pursuing excellence in service to our communities. In addition to dedicating four complete weeks to this training series, Idaho also committed \$32,000, which for a state the size of Idaho, is a quite appreciable amount.

b. In cooperation with the Community Action Partnership agencies and the Canyon County Organization on Aging, Idaho leveraged an additional \$1.5 million in utility funds to go towards weatherization and conservation measures in Idaho. Idaho is very pleased to have further developed our partnerships with Idaho Power and Avista Utilities, working to improve the health and safety, as well as increase the savings, of our low-income community members through this increased investment.

c. Idaho continues to improve the database system used by all agencies for CSBG activities in Idaho. Idaho also took a big step in beginning to identify how to measure outcomes on this database as well. It is Idaho's goal to merge other common programs into this database, and will be working in 2005 and 2006 towards this end.

(c) Comparison of Planned and Actual Expenditures for Prior Fiscal year

**Total CSBG funds expended in FY 2004 for:**

	<b>Planned</b>	<b>Actual</b>
<b>1. Eligible Entities</b>	\$3,123,199	\$3,123,199
<b>2. . Discretionary Projects</b>	\$32,000	\$32,000
<b>3. 2. State Administrative Costs</b>	\$166,063	\$166,063
	\$3,321,262	\$3,321,262

## d. Profile of Participants

### Part I: Section G: Client Characteristics

<b>1</b>	<b>Number of Agencies Reporting</b>	<b>7</b>	<b>2</b>	<b>Total resources in agencies reporting,</b>	<b>\$34,772,581</b>
<b>3</b>	<b>Total unduplicated number of persons about whom one or more characteristics</b>				<b>139,182</b>
<b>4</b>	<b>Total unduplicated number of persons about whom no characteristics were</b>				<b>4,474</b>
<b>5</b>	<b>Total unduplicated number of families about whom one or more characteristics</b>				<b>58,150</b>
<b>6</b>	<b>Total unduplicated number of families about whom no characteristics were</b>				<b>1,740</b>
<b>7.</b>	<b>NUMBER OF</b>		<b>13. Family</b>	<b>NUMBER OF</b>	
a.	Male	67,733	a.	One	16,501
b.	Female	71,442	b.	Two	9,051
TOTAL*		139,175	c.	Three	6,677
			d.	Four	5,982
<b>8.</b>	<b>NUMBER OF</b>		e.	Five	3,998
a.	0-5	16,053	f.	Six	2,190
b.	6-11	18,695	g.	Seven	958
c.	12-17	17,268	h.	Eight or more	805
d.	18-23	13,874	TOTAL***		46,162
e.	24-44	39,452			
f.	45-54	14,898	<b>14. Source of Family</b>	<b>NUMBER OF</b>	
g.	55-69	10,754	a.	Unduplicated # of Families Reporting One or More Sources of Income***	52,038
h.	70+	8,140			
TOTAL*		139,134	b.	No Income	20,453
TOTAL*		139,134	c.	TANF	1,326
<b>9.</b>	<b>NUMBER OF</b>		d.	SSI	9,298
<b>I. Ethnicity</b>			e.	Social Security	16,576
a.	Hispanic or	25,520	f.	Pension	0
b.	Not Hispanic or	78,146	g.	General Assistance	0
TOTAL*		103,666	h.	Unemployment	1,981
<b>II. Race</b>			i.	Employment + other	0
a.	African American	1,372	j.	Employment only	12,968
b.	White	111,106	k.	Other	2,979
c.	Other	22,337			
d.	Multi-race (any 2 or more of the above)	100			
TOTAL*		134,915	<b>15. Level of Family Income</b>	<b>NUMBER OF</b>	
<b>10. Education level</b>	<b>Number of Persons 24 and</b>		<b>(% of HHS Guideline)</b>		
a.	0-8	7,090	a.	Up to 50%	17,334
b.	9-12/non-gradua	11,586	b.	51% to	7,898
c.	high school	23,453	c.	76% to	9,446
d.	12+ some post	13,368	d.	101% to	7,198
e.	2 or 4 yr college	4,967	e.	126% to	3,551
TOTAL**		60,464	f.	151% and over	1,401
<b>11. Other</b>	<b>NUMBER OF</b>		TOTAL***		46,828
	# persons	# surveyed	<b>16. Housing</b>	<b>NUMBER OF</b>	
a.	No health	46,877	a.	Own	14,435
b.	Disabled	24,884	b.	Rent	26,270
<b>12. Family</b>	<b>NUMBER OF</b>		c.	Homeless	2,796
a.	Single	9,570	d.	Other	1,400
b.	Single	1,032	TOTAL***		44,901
c.	Two- parent	13,125			
d.	Single person	16,689			
e.	Two adults/no	4,714			
f.	Other	2,697			
		47,827			

(e) Statistical Report on CSBG Program Services

<b>1. Employment</b>	6	\$159,588
<b>2. Education</b>	6	\$101,635
<b>3. Income Management</b>	6	\$241,440
<b>4. Housing</b>	7	\$229,050
<b>5. Emergency Services</b>	7	\$499,584
<b>6. Nutrition</b>	7	\$761,502
<b>7. Linkages</b>	6	\$400,785
<b>8. Self Sufficiency</b>	6	\$311,365
<b>9. Health</b>	6	\$103,039
<b>10. Other</b>	4	\$135,949
<b>Totals: 7</b>		<b>\$2,943,937</b>

(f) Training and Technical Assistance Provided by the State

- (1) CAPAI conducted a State Plan meeting with all of the CSBG providers in May of 2005.
- (2) CAPAI has developed a statewide web based database for CSBG reporting, and there is 100% agency participation..
- (3) CAPAI developed a Community Action web site, [www.idahocommunityaction.org](http://www.idahocommunityaction.org). This web site provides information on services for the low-income in Idaho.
- (4) CAPAI brought in the National Community Action Management Academy to provide a five week training to Community Action personnel on financial accountability, rules and regulations, and strategic planning. All agencies participated.
- (5) CAPAI provided a statewide training to Community Action Agencies in January on outreach, public relations, and leveraging other resources.
- (6) The state evaluated distribution of funds within the State to determine if such funds have been targeted to the areas of greatest need.

## **VI. Community Food and Nutrition Program**

### **A. Statement of CFNP Assurances**

The state will award CFNP funds to one or more non-profit agencies. All projects funded by the CFNP will meet the following criteria as defined in the CSBG Act as amended by the Augustus F. Hawkins Human Services Reauthorization Act of 1990 (Public Law 101-501).

- Improve coordination of existing private and public assistance resources, whenever such coordination is determined to be inadequate to better serve low-income populations;
- Assist low-income communities to identify potential sponsors of child nutrition programs and to initiate new programs in underserved and unserved areas; and
- Develop innovative approaches at the state and local levels to meet the nutrition needs of low-income people.

B. Proposed Funding for the Current Fiscal Year or Years

The State will divide the available grants equally among the state's community action partnership regions and the Idaho Migrant Council. Since Community Action Partnership serves both Regions I and II, it will receive two awards, one for each region and The Idaho Migrant Council. These agencies will utilize the funds to meet the unique needs of their communities, within the above objectives.

C. List of CFNP Grantees for the Prior Program Year

Community Action Partnership North  
Community Action Partnership North Central  
El-Ada Community Action Partnership  
South Central Community Action Partnership  
Western Idaho Community Action Partnership  
Eastern Idaho Community Action Partnership  
Southeastern Idaho Community Action Agency  
Idaho Migrant Council

D. CFN Accomplishments for the Prior Program Year

- (1) Most of the agencies used the funds for outreach and educational activities to inform the low-income population about food drives and distributions and provide nutritional information.
- (2) One agency targeted the special dietary needs of the elderly, diabetic and immune suppressed individuals for additional outreach and nutrition education.
- (3) One agency used the funds to teach food preservation skills.

Required Certifications signed by Karl Kurtz, Governor Dirk Kempthorne's official designee responsible for the administration of subsection (681) of the CSBG Act are attached.

# APPENDIX A

## STATUTORY ASSURANCES

As part of the biannual application and plan required by Section 676 of the Community Services Block Grant Act, as amended (42 U.S.C. 9901 et seq.) (The Act), the designee of the chief executive of the State hereby agrees to the Assurances in Section 676 of the Act:

### A. Programmatic Assurances

- (1) Funds made available through the grant or allotment will be used:
  - (a) To support activities that are designed to assist low-income families and individuals, including families and individuals receiving assistance under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.), homeless families and individuals, migrant or seasonal farmworkers, and elderly low-income individuals and families to enable the families and individuals to:
    - (i) remove obstacles and solve problems that block the achievement of self-sufficiency (including self-sufficiency for families and individuals who are attempting to transition off a State program carried out under part A of title IV of the Social Security Act);
    - (ii) secure and retain meaningful employment;
    - (iii) attain an adequate education, with particular attention toward improving literacy skills of low-income families in the communities involved, which may include carrying out family literacy initiatives;
    - (iv) make better use of available income;
    - (v) obtain and maintain adequate housing and a suitable living environment;
    - (vi) obtain emergency assistance through loans, grants, or other means to meet immediate and urgent family and individual needs; and
    - (vii) achieve greater participation in the affairs of the communities involved, including the development of public and private grassroots partnerships with local law enforcement agencies, local housing authorities, private foundations, and other public and private partners to document best practices based on successful grassroots intervention in urban areas, to develop methodologies for widespread replication; and strengthen and improve relationships with local law enforcement agencies, which may include participation in activities such as neighborhood or community policing efforts;
  - (b) to address the needs of youth in low-income communities through youth development programs that support the primary role of the family, give priority to the prevention of youth problems and crime, and promote increased community coordination and collaboration in meeting the needs of youth, and support development and expansion of innovative community-based youth development programs that have demonstrated success in preventing or reducing youth crime, such as programs for the establishment of violence-free zones that would involve youth development and intervention models (such as models involving youth mediation, youth mentoring, life skills training, job creation, and entrepreneurship programs); and after-school child care programs; and
  - (c) to make more effective use of, and to coordinate with, other programs (including State welfare reform efforts); [‘676(b)(1)]
- (2) To describe how the State intends to use discretionary funds made available from the remainder of the grant or allotment described in Section 675C(b) of the Act in accordance with the community services block grant program, including a description of how the State will support innovative community and neighborhood-based initiatives related to the purposes of the community services block grant program. [‘676(b)(2)]
- (3) To provide information provided by eligible entities in the State, including:
  - (a) a description of the service delivery system, for services provided or coordinated with funds made available through grants made under section 675C(a), targeted to low-income individuals and families in communities within the State;
  - (b) a description of how linkages will be developed to fill identified gaps in services, through the provision of information, referrals, case management, and follow-up consultations;
  - (c) a description of how funds made available through grants made under section 675C(a) will be coordinated with other public and private resources; and

- (d) a description of how local entities will use the funds to support innovative community and neighborhood-based initiatives related to the purposes of the community services block grant, which may include fatherhood initiatives and other initiatives with the goal of strengthening families and encouraging effective parenting. [‘676(b)(3)]
- (4) To ensure that eligible entities in the State will provide, on an emergency basis, for the provision of such supplies and services, nutritious foods, and related services, as may be necessary to counteract conditions of starvation and malnutrition among low-income individuals. [‘676(b)(4)]
- (5) That the State and the eligible entities in the State will coordinate, and establish linkages between, governmental and other social services programs to assure the effective delivery of such services to low-income individuals and to avoid duplication of such services, and a description of how the State and the eligible entities will coordinate the provision of employment and training activities in the State and in communities with entities providing activities through statewide and local workforce investment systems under the Workforce Investment Act of 1998. [‘676(b)(5)]
- (6) To ensure coordination between antipoverty programs in each community in the State, and ensure, where appropriate, that emergency energy crisis intervention programs under title XXVI (relating to low-income home energy assistance) are conducted in such community; [‘676(b)(6)]
- (7) To permit and cooperate with Federal investigations undertaken in accordance with section 678D of the Act. [‘676(b)(7)]
- (8) That any eligible entity in the State that received funding in the previous fiscal year through a community services block grant made under the community services block grant program will not have its funding terminated under this subtitle, or reduced below the proportional share of funding the entity received in the previous fiscal year unless, after providing notice and an opportunity for a hearing on the record, the State determines that cause exists for such termination or such reduction, subject to review by the Secretary as provided in section 678C(b). [‘676(b)(8)]
- (9) That the State and eligible entities in the State will, to the maximum extent possible, coordinate programs with and form partnerships with other organizations serving low-income residents of the communities and members of the groups served by the State, including religious organizations, charitable groups, and community organizations.[‘676(b)(9)]
- (10) To require each eligible entity in the State to establish procedures under which a low-income individual, community organization, or religious organization, or representative of low-income individuals that considers its organization, or low-income individuals, to be inadequately represented on the board (or other mechanism) of the eligible entity to petition for adequate representation. [‘676(b)(10)]
- (11) To secure from each eligible entity in the State, as a condition to receipt of funding, a community action plan (which shall be submitted to the Secretary, at the request of the Secretary, with the State plan) that includes a community-needs assessment for the community served, which may be coordinated with community-needs assessments conducted for other programs. [‘676(b)(11)]
- (12) That the State and all eligible entities in the State will, not later than fiscal year 2001, participate in the Results Oriented Management and Accountability System, another performance measure system for which the Secretary facilitated development pursuant to section 678E(b) of the Act. [‘676(b)(12)]
- (13) To provide information describing how the State will carry out these assurances. [‘676(b)(13)]

#### B. Administrative Assurances

The State further agrees to the following, as required under the Act:

- (1) The submit an application to the Secretary containing information and provisions that describe the programs for which assistance is sought under the community services block grant program prepared in accordance with and containing the information described in Section 676 of the Act. [‘675A(b)]
- (2) To use not less than 90 percent of the funds made available to the State by the Secretary under Section 675A or 675B of the Act to make grants to eligible entities for the stated purposes of the community services block grant program and to make such funds available to eligible entities for obligation during the fiscal year and the succeeding fiscal year, subject to the provisions regarding recapture and redistribution of unobligated funds outlined below. [675C(a)(1) and (2)]
- (3) In the event the State elects to recapture and redistribute funds to an eligible entity through a grant made under Section 675C(a)(1) when unobligated funds exceed 20 percent of the amount so distributed to such eligible entity for such fiscal year, the State agrees to redistribute recaptured funds to an eligible entity, or require the original recipient of the funds to redistribute the funds to a private, nonprofit organization, located within the community served by the original recipient of the funds, for activities consistent with the purposes of the community services block grant program. [‘675C(a)(3)]

- (4) To spend no more than the greater of \$55,000 or 5 percent of its grant received under Section 675A or the State allotment received under section 675B for administrative expenses, including monitoring activities. ['675C(b)(2)]
- (5) In states with a charity tax credit in effect under state law, the State agrees to comply with the requirements and limitations specified in Section 765(c) regarding use of funds for statewide activities to provide charity tax credits to qualified charities whose predominant activity is the provision of direct services within the United States to individuals and families whose annual incomes generally do not exceed 185 percent of the poverty line in order to prevent or alleviate poverty among such individuals and families. ['675(c)]
- (6) That the lead agency will hold at least one hearing in the State with sufficient time and statewide distribution of notice of such hearing, to provide to the public an opportunity to comment on the proposed use and distribution of funds to be provided through the grant or allotment under Section 675A or '675B for the period covered by the State plan. ['676(a)(2)(B)]
- (7) That the chief executive officer of the State will designate an appropriate State agency for purposes of carrying out State community services block grant program activities. ['676(a)(1)]
- (8) To hold at least one legislative hearing every three years in conjunction with the development of the State plan. ['676(a)(3)]
- (9) To make available for public inspection each plan or revised State plan in such a manner as will facilitate review of and comment on the plan. ['676(e)(2)]
- (10) To conduct the following reviews of eligible entities:
  - (a) full onsite review of each such entity at least once during each three-year period;
  - (b) an onsite review of each newly designated entity immediately after the completion of the first year in which such entity receives funds through the community services block grant program;
  - (c) follow-up reviews including prompt return visits to eligible entities, and their programs, that fail to meet the goals, standards, and requirements established by the State;
  - (d) other reviews as appropriate, including reviews of entities with programs that have had other Federal, State, or local grants (other than assistance provided under the community services block grant program) terminated for cause. ['678B(a)]
- (11) In the event the State determines an eligible entity fails to comply with the terms of an agreement or the State plan, to provide services under the Community Services Block Grant program or to meet appropriate standards, goals, and other requirements established by the State (including performance objectives), the State will comply with the requirements outlined in Section 678C of the act, to:
  - (a) inform the entity of the deficiency to be corrected;
  - (b) require the entity to correct the deficiency;
  - (c) offer training and technical assistance, if appropriate, to help correct the deficiency, and submit to the Secretary a report describing the training and technical assistance offered or stating the reasons for determining that training and technical assistance are not appropriate;
  - (d) at the discretion of the State, offer the eligible entity an opportunity to develop and implement, within 60 days after being informed of the deficiency, a quality improvement plan, and to either approve the proposed plan or specify reasons why the proposed plan cannot be approved;
  - (e) after providing adequate notice and an opportunity for a hearing, initiate proceedings to terminate the designation of or reduce the funding to the eligible entity unless the entity corrects the deficiency. ['678(C)(a)]
- (12) To establish fiscal controls, procedures, audits and inspections, as required under Sections 678D(a)(1) and 678D(a)(2) of the Act.
- (13) To repay to the United States amounts found not to have been expended in accordance with the Act, or the Secretary may offset such amounts against any other amount to which the State is or may become entitled under the community services block grant program. ['678D(a)(3)]
- (14) To participate, by October 1, 2001, and ensure that all eligible entities in the State participate in the Results Oriented Management and Accountability (ROMA) system ['678E(a)(1)].
- (15) To prepare and submit to the Secretary an annual report on the measured performance of the State and its eligible entities, as described under '678E(a)(2) of the Act.
- (16) To comply with the prohibition against use of community services block grant funds for the purchase or improvement of land, or the purchase, construction, or permanent improvement (other than low-cost residential weatherization or other energy-related home repairs) of any building or other facility, as described in Section 678F(a) of the Act.
- (17) To ensure that programs assisted by community services block grant funds shall not be carried out in a manner involving the use of program funds, the provision of services, or the employment or assignment of personnel in a manner supporting or resulting in the identification of such programs with any partisan or nonpartisan political activity or any political activity associated with a candidate, or contending faction or group, in an election for



- public or party office; any activity to provide voters or prospective voters with transportation to the polls or similar assistance in connection with any such election, or any voter registration activity. [‘678F(b)]
- (18) To ensure that no person shall, on the basis of race, color, national origin, or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any program or activity funded in whole or in part with community services block grant. Any prohibition against discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.) or with respect to an otherwise qualified individual with a disability as provided in section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), or title II of the Americans with Disabilities Act of 1990 (42 U.S.C. 12131 et seq.) shall also apply to any such program or activity. [‘678F(c)]
- (19) To consider religious organizations on the same basis as other nongovernmental organizations to provide assistance under the program so long as the program is implemented in a manner consistent with the Establishment Clause of the first amendment to the Constitution; not to discriminate against an organization that provides assistance under, or applies to provide assistance under the community services block grant program on the basis that the organization has a religious character; and not to require a religious organization to alter its form of internal government except as provided under Section 678B or to remove religious art, icons, scripture or other symbols in order to provide assistance under the community services block grant program. [‘679]

C. Other Administrative Certifications

The State also certifies the following:

- (1) To provide assurances that cost and accounting standards of the Office of management and Budget (OMB Circular A-110 and A-122) shall apply to a recipient of community services block grant program funds.
- (2) To comply with the requirements of Public Law 103-227, Part C Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994, which requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, education, or library services to children under the age of 18 if the services are funded by a Federal grant, contract, loan or loan guarantee. The State further agrees that it will require the language of this certification be included in any subawards, which contain provisions for children’s services and that all subgrantees shall certify accordingly.

D. Statement of Community Food and Nutrition Program (CFNP) Assurances

The state will award CFNP funds to one or more non-profit agencies. All projects funded by the CFNP will meet the following criteria as defined in the Community Services Block Grant Act, as amended:

- To coordinate private and public assistance resources, where coordination is inadequate, in order to better serve low-income populations;
- To assist low-income communities to identify potential sponsors of child nutrition programs and to initiate new programs in underserved and unserved areas; and
- To Develop innovative approaches at the state and local levels to meet the nutrition needs of low-income people.

---

KARL KURTZ  
DIRECTOR  
IDAHO DEPARTMENT OF HEALTH AND WELFARE

---

Date

---

## APPENDIX B

### CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; DRUG-FREE WORKPLACE REQUIREMENTS; ENVIRONMENTAL TOBACCO SMOKE; AND SUBGRANTEE ASSURANCES.

*Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 34 CFR, Part 82, A New Restrictions on Lobbying, @ 34 CFR Part 85, A Government-wide Debarment and Suspension (Nonprocurement), Government-wide Requirements for Drug-Free Workplace (Grants), A Public Law 103-227 Part C, Environmental Tobacco-Smoke, and Sections (676)(b) and 681 of Community Services Block Grant Statutory Assurances. The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department determines to award the covered transaction, grant, or cooperative agreement.*

---

#### 1. LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress, in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, A Disclosure Form to Report Lobbying, @ in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

---

#### 2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
  - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
  - (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a

criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

- (c) Are not presently indicted or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and
  - (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.
- 

#### 3. DRUG-FREE WORKPLACE

This certification is required by the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D) and is implemented through additions to the Debarment and Suspension regulations, published in the Federal Register on January 31, 1989, and May 25, 1990.

##### (GRANTEES OTHER THAN INDIVIDUALS)

The grantee certifies that it will or will continue to provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an ongoing drug-free awareness program to inform employees about:
  - (1) The dangers of drug abuse in the workplace;
  - (2) The grantee's policy of maintaining a drug-free workplace;
  - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
  - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:
  - (1) Abide by the terms of the statement; and

- (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the
- (e) Notifying the agency, in writing, within ten calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:
  - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
  - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

#### 4. ENVIRONMENTAL TOBACCO SMOKE

Public Law 103-227, Part C., also known as the Pro-Children Act of 1994 (Act), requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, education, or library services to children under the age of 18 if the services are funded by Federal programs either directly or through States, or local government by Federal grant, contract, loan or loan guarantee.

#### 5. SUBGRANTEE ASSURANCES--CSBG

Section (675)(c)(13) of the Community Services Block Grant Statutory Assurances--As Amended by P.L. 103-252, Human Services Amendments of 1994. As part of the annual CSBG application required by the State of

workplace not later than five calendar days after such conviction;

Idaho, Department of Health and Welfare, the Executive Director shall certify that the agency agrees to submit a community action plan (which shall be available to the Secretary of the Department of Health and Human Services for inspection) that includes:

- (a) a community needs assessment (including food needs);
- (b) a description of the service delivery system targeted to low-income individuals and families in the service area;
- (c) a description of how linkages will be developed to fill identified gaps in service through information, referral, case management, and follow up consultations;
- (d) a description of how funding under this Act will be coordinated with other public and private resources; and
- (e) a description of outcome measures to be used to monitor success in promoting self-sufficiency, family stability, and community revitalization.

#### 6. COMMUNITY FOOD AND NUTRITION

As the official designee responsible for the administration of subsection 681 of the CSBG Act, I certify that the following assurances will be adhered to:

- (a) That Community Food and Nutrition funds awarded by the State to any public or private agency will be used to support at least one (1) of the legislatively designated purposes;
- (b) That funds will be used for sub-grants to eligible agencies to support programs that are statewide in scope and represent a comprehensive and coordinated effort to alleviate hunger within the State;
- (c) That funds will be subject to the annual audit requirements under the Single Audit Act of 1984, Public Law 98-502 and the Office of Management and Budget Circulars A-128 and A-133; and
- (d) That the State will comply with Departmental reporting requirements and general requirements for the administration of grants under 45 CFR Part 92.

#### 7. VOTER REGISTRATION ACTIVITY

The Contractor hereby agrees to prohibit any activities to provide voters and prospective voters with transportation to the polls or provide similar assistance in connection with an election or any voter registration activity.

#### 8. HATCH ACT REFORM

Section 675(c)(6) is no longer applicable. It was repealed by the Hatch Act Reform Amendments of 1993, P.L. 103-94

*As the authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications and with pertinent amendments to these acts made during the term of the contract. The Contractor further agrees to comply with all pertinent parts of Federal rules and regulations implementing these acts.*

NAME OF APPLICANT:

PR/AWARD NUMBER AND/OR PROJECT NAME:

COMMUNITY SERVICES BLOCK GRANT PROGRAM

IDAHO DEPARTMENT OF HEALTH AND WELFARE

COMMUNITY FOOD AND NUTRITION PROGRAM

PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE

KARL KURTZ, Director

SIGNATURE:

DATE:

## **APPENDIX C**

### **Required Designation Letters**

## **Appendix D-Documentation**

LEGAL NOTICE  
NOTICE OF AVAILABILITY OF FEDERAL GRANT  
PLANS FOR PUBLIC REVIEW

**SUBJECT:** Proposed use of two federally funded Grant Plans; Availability of Plans for public review.

**PURPOSE:** The purpose is to receive comment on the proposed use of funds during Federal Fiscal Year 2006. The Grant Plans being reviewed will be:  
**The Community Service Block Grant  
and the  
Low Income Home Energy Assistance Program**

**PUBLIC HEARING SCHEDULE:** A public hearing will be held on Friday, August 12th, 2005, at 8:30., Mountain Daylight Savings Time, at 600 North Curtis, Suite 175, Boise, Idaho, 83706. All written comments must be received before 5 p.m., Mountain Daylight Savings Time, August 21<sup>st</sup>, 2003, at 600 North Curtis, Suite 175, Boise, Idaho, 83706.

**AVAILABILITY OF PLANS:** This Plan is available for Public review at:  
Community Action Partnership Association of Idaho, 600 North Curtis, Suite 175, Boise, Idaho, 83706.

**SUBMISSION OF WRITTEN COMMENTS:** Anyone may submit written comment regarding the proposed use of these funds for this block grant. Forms for this purpose and/or a copy of the Plan may be obtained from the 600 North Curtis, Suite 175, Boise, Idaho, 83706, or call (208) 375-7382. For more information, contact Mary Chant at (208) 375-7382, Community Action Partnership Association of Idaho, 600 North Curtis, Suite 175, Boise, Idaho, 83706.

<u>NEWSPAPER</u>	<u>LOCATION</u>	<u>PHONE NUMBER</u>	<u>CONTACT</u>	<u>FAX NUMBER</u>	<u>E-MAIL ADDRESS</u>
Coeur d'Alene Press	CDA	(208) 664-8176	Misty	(208) 664-0212	Not applicable - send by fax only
Tribune Publishing	Lewiston	(208) 743-9411	Karen Lewis	Not applicable - send by e-mail	<a href="mailto:kewis@lmtribune.com">kewis@lmtribune.com</a>
Idaho Press Tribune	Nampa	(208) 467-9253	Rae	Not applicable - send by e-mail	<a href="mailto:legals@idahopress.com">legals@idahopress.com</a>
Idaho Statesman	Boise	(208) 377-6306	Janice	Not applicable - send by e-mail	<a href="mailto:legals@idahostatesman.com">legals@idahostatesman.com</a>
The Times News	Twin Falls	(208) 733-0931	Ruby	Not applicable - send by e-mail	<a href="mailto:legals@magicvalley.com">legals@magicvalley.com</a>
Idaho State Journal	Pocatello	(208) 232-4161	Lori	Not applicable - send by e-mail	<a href="mailto:trobinson@journalnet.com">trobinson@journalnet.com</a>
Post Register	Idaho Falls	(208) 522-1800	Kathy	(208) 529-3142	Not applicable - send by fax only